

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-13	Effective Date: 12/02/03	Revision Date: 08/31/04
Subject: Incident Reports		

I. Policy Statement

An Incident Report will be completed and distributed following any non-routine, unusual, or potentially threatening event, including, but not limited to, accidents, lockdowns, suicide attempts, assaults, or crisis. Reports should be completed as soon as possible, but no longer than forty-eight (48) hours following the incident.

II. Rationale

The purpose of this policy is to establish the process of documentation and notification when extraordinary or unusual non-routine events occur.

III. Definitions

- A. "Incident Reports" are documentation of extraordinary or unusual occurrences on a designated form for the purpose of disseminating important information to the necessary persons.
- B. "Extraordinary or unusual occurrences" are non-routine events that include, but are not limited to, accident, suicide and suicide attempt, assault, riot, crisis, or other behavior that results in a more restrictive containment.

IV. Procedures

- A. Incident reports shall be completed on all extraordinary or unusual events.
- B. Incident reports shall be completed as soon as possible after the event and no longer than forty-eight (48) hours.
- C. All staff involved in, or directly aware of the incident, shall complete Incident Reports.
- D. The "level of severity" shall classify incidents and the "classification code" identified in the Incident Report Reference Guide. The classification system is comprised of four levels of severity; each with a code and description of the incidents that fit within that level:
 - Level 1: Maximum severity
 - Level 2: Intermediate severity
 - Level 3: Minimum severity
 - Level 4: Information only

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-13	Effective Date: 12/02/03	Revision Date: 08/31/04
Subject: Incident Reports		

E. Incident Reports shall be distributed as follows:

1. original to the facility director (to be maintained as part of a central log of incident reports for the program or facility);
2. copy to supervisor;
3. copy in juvenile's file;
4. copy to juvenile's assigned worker or Juvenile Court (upon request); and a
5. copy to the program director (when life or physical welfare of juvenile or staff employees are jeopardized (see below).

E. Program directors will be notified as soon as possible when unusual incidents involve or endanger the lives or physical welfare of a juvenile or staff. Reports will be forwarded within seventy-two (72) hours of the occurrence.

F. Worker and Juvenile Court Notification: A copy of the Incident Report may be forwarded to the juvenile's worker or Juvenile Court under the following circumstances:

1. upon request;
2. when charges are to be filed as a result of the incident; and
3. when deemed appropriate by administrative staff.

V. Continuous Renewal

This policy shall be reviewed (3) three years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division Administrative Team on this date, and is approved upon the signature of the Director.

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date